9/24 signature Needed

Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and t**wo weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date:

Field Trip Information	
Applicant Name: Marinne Cheney	**Method of Transportation:** Coach Bus
School: Choose School Bacon	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s): Chamber/Women's Choirs	**Number of Students:** 90-100 Final # TBD
Date(s) of Trip: October 27 2021	**Number of Day(s) of Trip:** 1
Event: Young Frankenstein the Musical	
Destination: Ogunquit Playhouse	**Phone Number:** 207-646-5511
Address (for each destination): 10 Main St. Ogunquit ME	**State:** ME
Time of Departure From School: :00 AM **Time of Arrival Back at School:** 9:00 PM	**Special Clothing and/or Equipment Required:** None
Student Cost Information	
***Cost to Student:** $ 150.00	**Suggested Student Pocket Money:** $ 15.00
Supervision Information (List names of all employees, other chaperones, and cell phone number for each)	
1. **Name:** Marinne Cheney	**Cell Phone:** 203-988-4385
2. **Name:** Thomas Kessler	**Cell Phone:** 860-608-7014

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Lynn Goodwin
Marycia Mallory
Others TBD if needed: Jen Kollwitz
Lisa Kessler

Administrator Signatures		
Applicant Signature Marinne Cheney		
Administrator's Signature	☑ **Recommended**	☐ **Not Recommended**
Superintendent's Signature	☑ **Recommended**	☐ **Not Recommended**
Board of Education (if applicable)		
Board of Education Meeting Date:	☐ **Recommended**	☐ **Not Recommended**
Bus Information		
Bus Reservation Date:	**Price of Bus(es): $**	

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

See attached Sheet

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): _____

Reference Check: Visited site on:_____ *or* Spoke with: _____

Name: Marinne Cheney _____ **Grade/Group:** _____
(Teacher(s) completing this form)

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☑ Yes ☐ No
- **Curriculum Unit(s):**
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):

- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY

Approvals:

Department Chair (High School Only)	9/23	☑ Approved	☐ Denied
Principal	9/23/21	☑ Approved	☐ Denied
Director of Teaching and Learning	9/23/21	☑ Approved	☐ Denied

Field Trip Cost Form

Date(s) of Trip: October 27, 2021

Event: Musical: Young Frankenstein

M&J Bus(es) ONLY

Number of Students: 100

Estimated Hours for trip:
(Add 1 hour pre/post trip)

Number of Buses: 0

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:		
Miscellaneous Fees per student:		
Total admission and miscellaneous fees:		
Cost of Bus		
Total Field Trip ***Cost per Student:**		$150.00

Additional Costs:

Number of Substitute Teachers	1
Rate per Day	
Special Education costs	—
Cost Associated if Nursing Required	—
Total ***Cost to District:**	0
Total ***Cost of Trip:**	$12,000

Alternate funding for trip provided by: Fundraisers + Student Activity Account

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21